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Attachment 2

DEFINITION OF LINE ITEMS ON THE MONTHLY REPORT OF
FULL-TIME EQUIVALENT EMPLOYMENT (SF 113-C)

Definition of Lines

Line 1a. Total Ceiling Employment

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) covered by Office of Management and Budget work-year ceiling, who receive pay for any part of the pay periods reported, including those on paid vacation, paid sick leave, and persons who have separated from the agency during the current reporting period.

Exclude persons and hours worked by those in nonceiling programs and other OMB-approved exemptions. Nonceiling employees include the following:

- (1) Summer Aids appointed under Schedule A authority, section 213.3102 (v);
- (2) The Stay-in-School Program, employees appointed under Schedule A, section 213.3102 (w);
- (3) The Federal Junior Fellowship Program, employees appointed under Schedule B, section 213.3202 (f);
- (4) Persons in the Worker-Trainee Opportunity Program who are in developmental jobs (for a twelve-month period from date of appointment) who were selected from the Worker-Trainee register, appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (5) Employees on leave with pay pending separation by disability retirement who meet all of the following criteria:
 - (a) their application for disability retirement has been approved by the U.S. Office of Personnel Management; and
 - (b) their use of sick leave actually exceeds, or is scheduled to exceed 30 calendar days.

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(6) Employees on leave with pay pending separation by optional retirement who meet all of the following criteria:

- (a) Employee has to retire because of ill health.
- (b) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.
- (c) Employee meets age and service requirements for optional retirement.
- (d) SF 2801, Application for Retirement, has been submitted for retirement to become effective when sick leave expires.
- (e) The employee's use of sick leave exceeds or is scheduled to exceed 30 calendar days.

(7) Those employees covered by any official exemptions granted by OMB to the agency.

Any employee who changes status from one pay period to the next (e.g., from temporary to permanent) during a report period will be recorded (hours and employee count) in the line item reflecting his status during the last pay period.

Lines (b) and (c)

As shown with each of the 7 employment categories (i.e., with lines 1a, 2a, 3a, etc.), straight time means hours of work performed by employees at their rate of basic pay. Include hours paid for annual, sick, holiday, and other paid leave.

Overtime is hours of work in excess of 8 hours in a day or in excess of 40 hours in an administrative work-week. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Note that the straight time and overtime lines should include both (1) hours worked by employees comprising the current active work force and (2) hours worked by employees who separated from the agency during the current reporting period.

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Attachment 2 (3)

Line 2a. Full-Time With Permanent Appointments

Show on line 2a, data for employees (including direct hire nationals in foreign countries and U.S. territories) included in line 1a who are full-time and are in tenure group 1, 2, 4, 5, 6, or 7. The definition for employees with permanent appointments is shown below. (Also see FPM Supplements 292-1, 296-31, and FPM Letter 296-55 for specific use and definitions of Tenure Group codes.)

Tenure Group 1: Competitive Service - Tenure Group 1 includes employees serving under career appointments who either have completed probation or are not required to serve probation, and who are not serving in obligated positions (i.e., positions to which another employee has statutory restoration rights after military duty or reemployment rights under sub-part B of part 352 of OPM's regulations).

Excepted Service - Tenure Group 1 includes employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.

Tenure Group 2: Competitive Service - Tenure Group 2 includes employees serving under career-conditional appointments, and those under career appointments who are serving probation or who are in obligated positions.

Excepted Service - Tenure Group 2 includes employees who are serving trial periods, who are indefinite solely because they are serving in obligated positions, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).

Tenure Groups 4, 5, 6, and 7: Include employees in the Senior Executive Service (SES) serving under SES career appointments (4, 5, or 6) and SES noncareer appointments (7).

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For purposes of this report, "permanent appointments" consist of Tenure Groups 1, 2, 4, 5, 6, and 7.

Line 3a. Other Employment

Include entries for: full-time employees (not in tenure group 1, 2, 4, 5, 6, or 7) with temporary or indefinite appointments; part-time employees with either permanent, temporary, or indefinite appointments; and intermittent employees with either permanent, temporary, or indefinite appointments. Lines 2a plus 3a should add to 1a. Lines 4a, 5a, 6a, and 7a should add to 3a.

Line 4a. Part-Time With Permanent Appointments

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) included in line 3a who are part-time and have permanent appointments (i.e., are in tenure group 1, 2, 4, 5, 6, or 7) as defined in line 2a.

Line 5a. Part-Time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are part-time and have temporary or indefinite appointments (i.e., in tenure group 0, 3, 8, or 9). The sum of lines 4a and 5a should equal the total number of part-time employees.

Line 6a. Full-Time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are full-time and have temporary or indefinite appointments. Lines 2a and 6a should equal the total number of full-time employees who are subject to ceiling.

Line 7a. Intermittent

Show data for employees (regardless of type of appointment) included in line 3a who have no prescheduled tour of duty (i.e., usually employed on an irregular or occasional basis).

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Attachment 2 (5)

Definition of Columns**Column 1. Employment/Hours**

In column 1, each line (a) entry will show the number of employees in the specified category (e.g., full-time with permanent appointments) who contributed to the hours worked during the current reporting period.

Each line (b) entry, i.e., straight time, will show the number of hours worked by the specified category of employees at their rate of basic pay during the current reporting period. This includes hours paid for as annual, sick, holiday, and other paid leave.

Each line (c) entry, i.e., overtime, will show the number of hours worked by the specified category of employees in excess of 8 hours in a day or in excess of 40 hours in an administrative work-week during the current reporting period. Since FTE reporting to OPM is structured around two (or occasionally three) biweekly pay periods, those agencies conducting alternative work schedule experiments should report in the same manner outlined herein. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Column 2. Full-Time Equivalent for Current Reporting Period

The full-time equivalent is the number of full-time employees it would take to work the total number of hours worked by all employees during the current reporting period regardless of work schedules.

In column 2, each line (a) entry is the sum of the line (b) and (c) entries immediately following.

Each entry (b) is obtained by dividing the corresponding line (b) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period (e.g., 160 hours for 2 biweekly pay periods consisting of 40-hour administrative work-weeks).

Each line (c) entry is obtained by dividing the corresponding line (c) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period.

When computing entries for column 2, round to the nearest whole number. See the example for line 1b of column 2 in Attachment 5.

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DRAFT**Attachment 2 (6)****Column 3. Work-Years, Current Reporting Period**

These entries represent the number of work-years performed by ceiling employees during the current reporting period.

In column 3, each line (a) entry is the sum of the line (b) and (c) entries immediately following. Each line (b) entry is obtained by dividing the corresponding line (b) entry in column 1 by 2,080; the line (c) entries for column 3 are obtained similarly.

When computing entries for column 3, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 3 in Attachment 5.

Column 4. Cumulative Work-Years to End of Current Period

These entries represent the number of work-years performed by ceiling employees since the start of the first reporting period to the end of the current reporting period. (Show the cumulative number of pay periods covered by the current period on the report.)

Entries in column 4 on lines 1b and 2b are the only amounts reported that are subject to the Office of Management and Budget work-year ceilings.

When computing entries for column 4, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 4 in Attachment 5.

Column 5. Work-Year Ceiling

In column 5, entries will be shown only on lines 1b and 2b. These figures, which are the work-year ceilings assigned by the Office of Management and Budget, will remain constant for each reporting period unless a change has been approved by the Office of Management and Budget.

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